

ELITE TALENT POLICY

ELITE TALENT GENERAL POLICY

To keep Elite Talent a safe and happy place we ask you to abide by the following regulations:

1. Guardians are responsible for their child's safety before and after class, on breaks and in between classes.
2. Students and guardians must not enter a studio without a teacher being present.
3. The waiting room is not supervised by teachers. Please behave appropriately. Siblings in the waiting room are the responsibility of the guardians and should be supervised by them.
4. Guardians should organise a safe drop off and pick up system that takes into account the age of the student and road safety. Guardians of preschoolers are required to be inside the premises to collect their child from their teacher.
5. Guardians must remain on the premises if your child is not toilet trained.
6. If your child has a contagious illness, please do not bring them to class and advise the office.
7. Elite Talent aims to be a nut free zone. Food containing any trace of nuts must not be brought to the studio.
8. No food or drink (with the exception of water) should be taken into the classrooms at any time.
9. Guardians are not allowed to watch classes unless invited to do so by the teacher. Guardians will be advised when we have special designated "watching weeks".
10. When enrolling your children at Elite Talent you need to be aware that certain elements of the program could be physically demanding and that there are certain inherent physical risks in the activities in which the students may be participating. While Elite Talent and its staff will make every reasonable effort to teach students proper dance technique, risk associated with these activities cannot be foreseen or may be beyond the control of Elite Talent and its staff.
11. Children may be photographed or videoed during a class/performance and this may be used as promotional material or on Elite Talent website or social media.
12. We take child protection very seriously at Elite Talent . All teachers and staff have been checked approved by Child Protection Authorities. We have a CCTV system in all studios so that the teaching environment can be monitored at all times.

ELITE TALENT FEE POLICY

1. A non-refundable annual registration fee must be paid to cover administration costs and intellectual property fees for music.
\$27.50 - Registration fee per child
2. Accounts are emailed at the start of each term. Existing students' accounts must be finalised by the end of week 4 of each term.
3. Students who enrol after the beginning a term must finalise their accounts within 28 days of billing.
4. A 10% late fee may be applied if fees are not paid by the due date.
5. Students with outstanding amounts on their accounts may be excluded from classes until their fees have been brought up to date. No student will be allowed to participate in the annual concert whilst there are outstanding class fees or costume fees.
6. Fees may be paid by cash, eftpos or cheque at the office or paid directly into our bank account. Cheques should be made out to: **Elite Talent**
For Direct Deposits, our bank details are:
BSB: 112 879 ACC: 425 176 001
7. It is the guardian's responsibility to keep our records up to date by informing us in writing of personal contact detail changes or changes to classes.
8. Costume deposits may be included in invoices for some classes.
9. In Term 3 or 4 all students will be invoiced with concert costumes
10. There are no refunds given for missed classes. In the case of preschoolers, make-up classes are available in terms 1, 2 and 3.
11. Students will not be invoiced for classes on public holidays. Some Terms may be invoiced, however we will make up the class on another day.
12. In Term 4 there may be a photography session which may be carried out in class time.